

NECAP Test Administration Workshop Science: Grades 4, 8, & 11



Vermont Department of Education

and

Measured Progress

April 28, 29 & 30 and May 4, 2010

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The purpose of this workshop is to ensure that...

- ✓ Students and staff are prepared for a positive and productive assessment experience.
- ✓ Standardized testing procedures are consistent across all schools.
- ✓ Accommodations are provided appropriately for students who need them.
- ✓ Secure test materials remain secure at all times.
- ✓ Test materials are returned according to specifications to expedite the return of test results.
- ✓ Test coordinators and test administrators are prepared to carry out all of their responsibilities.

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NECAP Science: Important Dates for 2010

April 26–30	Test materials and student ID labels arrive at schools
May 12	Last day to request Other (O) Accommodations (Call Greg or Cyndie)
May 7	Last day to order additional labels online (Instructions for ordering labels will be included with the test materials.)
May 10–27	Test administration window
May 28	UPS pickup of materials for return to Measured Progress. Materials must be ready at 8:00 a.m.

Checklist for Principals and Test Coordinators (page *iii*)

- ✓ Before Testing
- ✓ During Testing
- ✓ After Testing

A checklist for test administrators is provided in the grade-specific *Test Administrator Manuals*

Before Testing

Preparation for Test Administration (pages 3–4)

Manuals

- ✓ Read the *Principal/Test Coordinator and Test Administrator Manuals*

Student Participation and Accommodations

- ✓ Read the *New England Common Assessment Program Accommodations Guide*, which covers these topics:
 - Who should be tested
 - Determining how students will participate using accommodations
 - Documenting and bubbling in accommodation codes

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Test Coordinator's Responsibilities (page 2)

Primary responsibilities:

- ✓ Serve as contact person with Measured Progress & the VT DOE
- ✓ Ensure that any required additional student labels are ordered
- ✓ Coordinate all test-related activities
- ✓ Prepare test administrators to administer NECAP according to directions in the *Test Administrator Manual*
- ✓ Observe and monitor test administration in your school
- ✓ Oversee the inventory, distribution, collection, and return of all test materials
- ✓ Overall, help the principal maintain test security and ensure compliance with test administration procedures

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Test Security (page 2)

- ✓ Test Security relies on the professional integrity of everyone in our schools across all three states. No student should be advantaged or disadvantaged based on how or where the test is administered.
- ✓ All test booklets and answer booklets are secure and may not be copied or duplicated in any way or kept by the school after testing is completed.
- ✓ Using secure test material to prepare students in any way for this test administration is a violation of test security and testing procedure.

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Test Security Procedures

- ✓ Ensure that all school staff who will be involved with the assessment understand the importance of test security and adherence to standard test administration procedures. This includes staff administering any accommodations.
- ✓ Keep testing materials in a locked location when not in use. Do not remove testing materials from the school.
- ✓ Inventory test booklets when they arrive at your school. Keep an on-going inventory of materials as they are distributed and returned each day. Although not required, it may be beneficial to have test administrators sign tests in and out each day.
- ✓ Never leave students alone with testing materials. Do not allow students to carry test materials unescorted from room to room.
- ✓ Complete and submit the online *Principal's Certification of Proper Test Administration*. Keep a copy on file.

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Breaches in Test Security

- ✓ Teachers must report any concerns about breaches in test security to the test coordinator and/or principal.
- ✓ The test coordinator/principal is then responsible for reporting breaches to the district superintendent and to Michael Hock at the VT DOE (802-828-3115).

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Who should be tested in Science? (page 3)

All students enrolled in grades 4, 8, and 11 as of May 10th, 2010, including ELL students who are new to the U.S. within the last 12 months

Exceptions are students who...

- Will be submitting a Vermont Alternate Assessment Portfolio (which includes a science component) for 4th, 8th or 11th grade students for the 2009-10 school year
- Qualify for state approved special considerations

Vermont's State-Approved Special Considerations

Students can be excused from the science assessment for:

- ✓ Medical Reasons
- ✓ Family Emergency
- ✓ Personal Crisis
- ✓ Court Order, excused by judge

Note: Must be significant and longer term circumstances that prevent full assessment even with makeup sessions

It is NOT necessary to contact the VT DOE prior to assessment for approval of Special Considerations. Schools SHOULD take the following actions:

- ✓ Document the reason(s) why the student did not participate in the assessment. Keep the documentation on file.
- ✓ Complete and return the Participation Verification Report that will be sent to you by the VT DOE approximately 1 month after the completion of testing.

Accommodations

Who is eligible for testing accommodations?

ALL students

Accommodations

- ✓ Accommodations *do not change* what we expect students to know and be able to do.
- ✓ Test accommodations are based on individual student needs and classroom assessment practice; they are not for the use by an entire classroom or category of students.
- ✓ They should not give students unfair advantages; rather, they are meant to remove barriers that may exist due to a student's learning style or disability.
- ✓ Test administrators must be trained in their use. This includes special education assistants and substitutes.
- ✓ Students should have experience using the accommodation(s). Preferably, they should be accommodations the student uses in day-to-day classroom instruction and assessment.

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Appendix G

Table of Standard Test Accommodations

(page 32)

Appendix G: Table of Standard Test Accommodations

NECAP Table of Standard Accommodations
Revised August 2009

Any accommodation(s) used for the assessment of an individual student will be the result of a team decision made at the local level. All decisions regarding the use of accommodations must be made on an individual student basis – not for a large group, entire class, or grade level. Accommodations are available to all students on the basis of individual need regardless of disability status and should be consistent with the student's normal routine during instruction and assessment. This table is not intended to be used as a stand-alone document and should always be used in conjunction with the *NECAP Accommodations Guide*.

T. Timing	
Code	Details on Delivery of Accommodations
T1	with time to complete a session extended beyond the scheduled administration time within the same day. NECAP tests are not designed to be timed or speeded tests. The scheduled administration time already includes additional time and the vast majority of students complete the test session within that time period. Extended time within a single sitting may be needed by students who are unable to meet time constraints. A test session may be extended until the student can no longer maintain the activity.
T2	so that only a portion of the test session was administered on a particular day. In rare and severe cases, the extended time accommodation (T1) may not be adequate for a student not able to complete a test session within a single day. A test session may be administered to a student in two or more "mini-sessions" if procedures are followed to maintain test security and ensure that the student only has access to the item administered on that day (see the <i>NECAP Accommodations Guide</i> for details).
T3	with short, supervised breaks. Multiple or frequent breaks may be required by a student whose attention span, distractibility, or physical condition requires shorter working periods.
T4	at the time of day or day of week that takes into account the student's medical needs or learning style. Individual scheduling may be used for a student whose school performance is noticeably affected by the time of day or day of the school week on which it is done. This accommodation may be used specifically to change the order of administration of test sessions. This accommodation must not result in the administration of a test session to an individual student prior to the regularly scheduled administration time for that session for all students.

S. Setting	
Code	Details on Delivery of Accommodations
S1	in a separate location within the school by trained school personnel. A student or students may be tested individually or in small groups in an alternate site within the school to reduce distractions for themselves or others, or to increase physical access to special equipment.
S2	in an out-of-school setting by trained school personnel. Out-of-school setting may be used for a student who is hospitalized or tutored because they are unable to attend school. The test must be administered by trained school personnel familiar with test administration procedures and guidelines. Relative guardians of the student may not be used as the test administrator.

32 *NECAP Science Principal/ Test Coordinator Manual*

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Accommodations

New England Common Assessment Program Accommodations Guide (September 2009)

- ✓ Available at:
http://education.vermont.gov/new/pdfdoc/pgm_assessment/necap/educ_necap_accommodations_guide.pdf
- ✓ Using the NECAP Table of Standard Accommodations, school teams may choose in advance, **and use without state approval**, any standard accommodation listed in categories T, S, P, or R.
- ✓ After testing is finished, all accommodations **actually used** during testing must be recorded on page 2 of the answer booklet.

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Accommodations

Requests for the use of Other Accommodations (O)

- ✓ Contact Greg Wylde (828-1338) or Cyndie Moran (828-0646) at VT DOE for review and approval *before testing*.
- ✓ Accommodation(s) must be consistent with those used in student's regular classroom, or student has experience using the accommodation prior to the assessment.
- ✓ If the requested accommodation is found to be comparable to a standard accommodation, written approval will be given.
- ✓ **Student work done using category T, S, P, R, or approved O accommodations will be fully credited and scored.**

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Modifications

- ✓ If state review determines that your request for an “Other Accommodation” will change what the test measures, the state will respond in writing that use of this procedure will produce a test “modification” and must therefore be coded as a “Modification (M)”
- ✓ Use of a “Modification (M)” will result in **no credit given** for student work during test sessions in which this modification was used.
- ✓ Any “Other” Accommodation not registered as “approved” by the VT DOE will be treated as a “Modification (M)”.

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Scheduling Test Sessions (pages 5–7)

- ✓ All testing, including accommodated sessions and makeup sessions, must occur within the testing window (May 10–27, 2010).
- ✓ Test sessions must be scheduled and given in the order presented in the test booklet.
- ✓ Students who miss a test session may resume testing as soon as they return to school, taking the same session as their classmates. They should make up the missed session(s) as soon as possible. This is the only case when tests or test sessions may be given out of order.
- ✓ All grade-level classrooms in the school must follow the same testing schedule. To the extent possible, districts should coordinate testing to avoid possible breaches in test security. Schools do not need to report their testing schedule to the VT DOE.

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Scheduling Test Sessions 1 & 2 (All Grades)

- ✓ NECAP science sessions 1 & 2 are designed to be completed by most students in approximately:
 - 45 minutes for grades 4, 8, and 11
- ✓ Test sessions **may be no shorter than these minimum time limits.**
- ✓ All Students are allowed an additional 45 minutes up to a total of 90 minutes. Schedule 90 minutes for each session.
- ✓ The additional 45 minutes can be given to all students if needed, without an accommodation.
- ✓ Only those students with an extended time accommodation (T-1) may be permitted more than 90 minutes to complete a session.
- ✓ If all students finish Session 1 or Session 2 before the 90-minute window has ended, testing may be concluded for that session.

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Scheduling Test Session 3: Inquiry Task

At grades 4 & 8, the inquiry task requires 15 minutes of setup time before students arrive. This is *in addition to* the times noted below.

Grade 11 does not require any setup time beforehand.

- ✓ Session 3 is designed to be completed with most students in approximately:
 - 75 minutes for grades 4 & 8
 - 45 minutes for grade 11
- ✓ Test sessions may be no shorter than these minimum time limits.
- ✓ All students at grades 4 & 8 are allowed additional time. It is recognized that for a test administration of a task of this type, where students may need to perform the collaborative portion in a separate location, additional time may be required in any or all parts of this session.
 - Schedule 120 minutes for grades 4 & 8

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Scheduling Test Sessions: Grades 4, 8 & 11 (pages 5-7)

Session 1:

Estimated time needed:
45 Minutes
(Schedule 90 Minutes*)

25 Multiple Choice
1 point each

3 Constructed Response
4 points each

Session 2:

Estimated time needed:
45 Minutes
(Schedule 90 Minutes*)

26 Multiple Choice
1 point each

3 Constructed Response
4 points each

***For Sessions 1 and 2, all students are allowed an additional 45 minutes without an accommodation. 90 minutes includes this extra time. Beyond 90 minutes, an accommodation is required.**

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Scheduling Test Session: Grade 4 & 8 (Session 3)

Session 3: Inquiry Task

Estimated set up time:
15 minutes to set up task before students arrive, plus

Estimated time needed with students:
75 minutes
(Schedule 120 minutes with students**)

8 Inquiry Task Questions:
2-point Short Answer & 3-point Constructed Response

****For Session 3, additional time may be required in any or all parts of this session – 120 minutes class time with students includes this extra time. All students must start the last section (individual student work) together.**

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Scheduling Test Session: Grade 11 (Session 3)

Session 3:

Estimated time needed:

45–60 Minutes.

(Schedule 60 Minutes**)

8 Inquiry Task Questions

2-point Short Answer & 3-point Constructed Response

****For Session 3, students should complete the inquiry task and all questions within 60 minutes. Beyond 60 minutes on the grade 11 inquiry task, requires an extended time accommodation.**

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Session 3: Grades 4 & 8

Before Session 3	Teachers setting up materials before students arrive for testing	15 minutes
Session 3 Inquiry Task	Directions/Demonstrating Materials/Making Predictions	15–30 minutes
	Directions/Performing the Inquiry Task (in groups)/Cleaning Up	30–45 minutes
	Testing (students working individually, 8 questions)	30–45 minutes

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Session 3: Grade 11

Session 3 Inquiry Task	Directions	5 minutes
	Testing (Students working individually, 8 questions)	60 minutes

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The Inquiry Task

- The Session 3 Inquiry Task is:
a hands-on experiment at grades 4 & 8, and
a paper/pencil test at grade 11
- Schools will receive **placemats** and boxes of **inquiry task kits** at grades 4 & 8.
- Placemats and Inquiry task kits are designed to be used by groups of 2 or 3 students.
- Schools must determine student groupings for grades 4 & 8 **before testing** (see Appendix F).

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The Inquiry Task (continued)

- Develop a plan and time for school personnel to assemble inquiry task kits for each group before the student session.
- Allow 15 minutes for inquiry task kit setup.
- **Note to grade 8 schools:** this year's inquiry task contains a hands-on experiment that includes water. Schools will need to provide tap water for the experiment.
- Student groups at grades 4 & 8 will conduct the experiment and record data in their own inquiry booklet.
- After inquiry task kits are cleaned up, students will work alone with their inquiry booklet and answer booklet to answer questions. **All students in the room must start the individual student work section at the same time.**

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The Inquiry Task (continued)

- Due to space limitations, some grade 4 & 8 schools may need to perform the inquiry task somewhere in the school other than the classroom.
- **The inquiry task kits must be set up on a flat, horizontal, elevated surface** (desks pushed together, lab benches, library or cafeteria tables)
- Test administrators **must ensure test security** when moving students and test materials between rooms.

Schools must return all test booklets, answer booklets, and inquiry booklets, but **schools should keep the inquiry task kits for future use when the inquiry tasks are released.**

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Test Materials: (pages 8–11)

- **Inventory Materials**
 - Materials Summary Form
 - Principal Certification Instruction Sheet (green)
 - Save boxes for return shipment
- **Quantities of Test Booklets and Answer Booklets**
- **Quantities of Other Materials**
- **Packaging of Test Materials**
 - Contents of Administrative Materials Box
 - Contents of Test Materials Box(es)
- **Storing and Access to Test Materials**

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Ordering Additional Materials (page 12)

- **Ordering Additional Student ID Labels**
 - Schools may order additional labels online for students who did not receive labels in the original shipment.
 - <http://iservices.measuredprogress.org>
 - Deadline May 7, 2010
- **Ordering Additional Test Materials**
 - To order online:**
 - MP Ship Code from Materials Summary Form
 - <http://iservices.measuredprogress.org>
 - To order by phone:**
 - Call NECAP Service Center (1-877-632-7774)

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Student ID Labels (page 11)

- ✓ Labels created for students based on fall NECAP reporting data.
- ✓ Two identical labels provided for students in grades 4, 8, and 11 (one for answer booklet, one for test booklet. No label is required for the inquiry booklet at grades 4 & 8.)

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Student ID Labels (page 11)

For students WITH a label:

- ✓ Two fields MUST be correct in order to use label (student name and school name)
- ✓ If either of the two fields are incorrect, DO NOT USE the labels. Throw them away. Follow procedure for ordering additional student labels.
- ✓ Student ID labels can still be used with incorrect grade or date of birth.
- ✓ Student ID labels should be affixed to the covers of the test booklets and answer booklets prior to testing.

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Sample Student ID Label

 Must be correct!	<p>Doe, Jane C</p> <p>DOB: 8/19/1997</p>
	<p> 1123517152</p> <p>Gr: 04 VT</p>
	<p>Your School Name</p> <p>000-00000</p>

[illegible]

Student ID Labels (page 11)

Student ID labels for students **NOT** in your school:

- ✓ Labels are NOT transferable between schools.
- ✓ Throw away any labels provided for students not enrolled in your school.
- ✓ DO NOT forward these labels on to other schools.
- ✓ DO NOT affix these labels to answer booklets.

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Ordering Additional Student ID Labels (page 12)

- ✓ Schools may order additional labels online for students who did not receive labels in the original shipment.
- ✓ Instructions for ordering additional labels will be included with your testing materials.
- ✓ Schools may also order additional labels for students with incorrect student or school name.
- ✓ All orders must be submitted by **May 7, 2010**.
- ✓ If orders for additional labels are not submitted by May 7, 2010, you **must** complete the student information on pages 1 and 2 of the answer booklet.

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Prior to Test Administration (pages 13-17)

Preparing Test and Answer Booklets for Testing

- ✓ All booklets will be shrink-wrapped in packs of 15, 10, 5 and singles.
- ✓ Do not re-sequence test booklets or answer booklets.
- ✓ Answer booklets for grades 4, 8 & 11 come inserted in the test booklet, paired by form.

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Preparing Test and Answer Booklets for Testing

- ✓ DO NOT separate the answer booklets from the test booklets.
- ✓ If the booklets do become separated, you will need to match the form number on the front cover of the test booklet with the bracketed portion of the number printed on the bottom right corner of the answer booklet.
- ✓ Count the booklets to verify that the quantity received matches the quantity sent. Call Measured Progress if your count does not match the quantity indicated on the Materials Summary form sent by Measured Progress.
- ✓ The unique serial numbers on test booklets and answer booklets are not designed to match.

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Preparing Test and Answer Booklets for Testing

For students **WITH** student ID labels:

- ✓ Affix the first label to the front cover of the test booklet in the space provided.
- ✓ Affix the second label to the front cover of the answer booklet in the space provided.

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Preparing Test and Answer Booklets for Testing

For students **WITHOUT** student ID labels:

- ✓ Write the student name, school name, and district name on the cover of the answer booklet.
- ✓ Write the student name and school name on the front cover of the test booklet.
- ✓ If you ordered additional labels and are waiting for them to arrive, enter the student's name, school name, and district name in the box in the lower right corner of the answer booklet titled "AFFIX STUDENT ID LABEL HERE". Once the label arrives, place it on the box over what has been written.
- ✓ If no student ID label is expected, you must bubble the student information on the answer booklet.

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[illegible]

Using the Optional Reports Codes (page 14)

- ✓ For districts and schools to group students for analysis at the local level
- ✓ Groupings based on any factor of interest to the school/district (e.g., class, teacher, feeder school, instructional program)
- ✓ Six rows = six factors of interest per student
- ✓ No more than one circle bubbled per row
- ✓ Schools/districts develop their own coding system or choose not to use field
- ✓ Keep a record of the key used (VT DOE and Measured Progress will not have copies of your key.)
- ✓ Data is included in the student data file of NECAP results at the district level. No actual "Report" is produced.

ACCOMMODATIONS USED	
	SCIENCE
T1	<input type="radio"/>
T2	<input type="radio"/>
T3	<input type="radio"/>
T4	<input type="radio"/>
S1	<input type="radio"/>
S2	<input type="radio"/>
P1	<input type="radio"/>
P2	<input type="radio"/>
P3	<input type="radio"/>
P4	<input type="radio"/>
P5	<input type="radio"/>
P6	<input type="radio"/>
P7	<input type="radio"/>
P8	<input type="radio"/>
P9	<input type="radio"/>
P10	<input type="radio"/>
P11	<input type="radio"/>
R1	<input type="radio"/>
R2	<input type="radio"/>
R3	<input type="radio"/>
R4	<input type="radio"/>
R5	<input type="radio"/>
R6	<input type="radio"/>
R7	<input type="radio"/>
O1	<input type="radio"/>
C2	NA
M1	<input type="radio"/>
M2	NA
M3	<input type="radio"/>

BLANK REASON—Answer booklet is blank in one or more sessions for the following reason:

SCIENCE

☐ Student withdrew from school after May 10, 2010.

☐ Student enrolled in school after May 10, 2010.

☐ State-approved special consideration.

☐ Student was enrolled on May 10, 2010, and did not complete test for reasons other than those listed above.

HOMESCHOOLED

☐ Yes

OPTIONAL REPORTS

Identify the appropriate code number:

A ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

B ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

C ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

D ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

E ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

F ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

RESEARCH

1 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	8 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	9 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
3 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	10 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
4 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	11 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	12 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
6 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	13 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
7 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	14 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

Designating Test Administrators (page 14)

- ✓ Administer test sessions simultaneously at a grade level.
- ✓ Students should be tested in surroundings that will provide them with the opportunity to do their best work.
- ✓ Students who require accommodations must be supervised by trained test administrators (see *NECAP Accommodations Guide*).
- ✓ Makeup sessions must be supervised by trained test administrators.

Preparing Test Administrators (page 15)

- ✓ Create a plan for applying student ID labels or coding student identification information
- ✓ Explain purpose of “Optional Reports” field
- ✓ Discuss additional materials needed:
 - scratch paper,
 - reference sheets for grades 8 & 11
- ✓ Discuss additional optional materials:
 - calculator,
 - Post-Its,
 - highlighter
- ✓ Explain security procedures
- ✓ Explain guidelines for classroom environment
- ✓ Encourage completion of *Test Administrator Questionnaire*

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Prior to Test Administration (continued)

- Preparing Students and Families (page 16)
- Equipment and Materials Permitted During Testing (page 16)
 - calculator policy
- Equipment and Materials Prohibited During Testing (page 17)
 - reference materials
 - dictionaries* and thesauruses

*except word-to-word translation dictionaries for ELL students allowed as an accommodation
- Ancillary Materials (page 17)
 - Schools will provide #2 pencils, scratch paper and calculators (optional)

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DURING TESTING

Test Administration (page 18)

✓ Distributing Test Materials

- Keep test materials in a secure locked storage area except during testing sessions.
- Provide an extra test booklet to each test administrator for demonstration purposes.

✓ Monitoring Test Administration

- Test administrators may not comment on students' work. Test administrators may not help students in any way except during the general instructions, student questionnaire, or as specified in the *Test Administrator Manual*.

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Students Who Move During Testing (page 18)

If a student withdraws from your school:

- ✓ Do not forward the booklets to the student's new school.
- ✓ When possible, please contact the new school to notify them of any sessions that the student has already completed.
- ✓ Every effort should be made to have the student complete all sessions in one location.

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Students Who Move During Testing (page 18)

If a student withdraws from your school after May 10:

- ✓ School must fill in appropriate bubble on page 2 of the answer booklet, indicating reason for booklet being returned partially blank, and return with all used (answer booklets to be scanned) material.
- ✓ If a student withdraws prior to May 10, and a student ID label has already been affixed to an answer booklet, write “VOID” on it and return it with other unused (answer booklets that will not be scanned or scored) materials.

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Students Who Move During Testing (page 18)

Receiving School Instructions

If a student enrolls in your school after May 10:

- ✓ Determine if testing was completed by the student in his or her prior school by calling the student’s prior school.
- ✓ If the student did not test, administer all test sessions if time allows.
- ✓ Complete student information on pages 1 and 2 of the answer booklet.

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AFTER TESTING

- ✓ **Collecting Materials After Testing**
 - Checklist on page 19 of *Principal/Test Coordinator Manual*
- ✓ **Special Materials**
 - Make sure that all non-standard, student-generated work (computer-generated, large-print, and Braille responses) is transcribed into a regular answer booklet.
 - Examples of materials for the Special Handling envelope are: torn answer booklets, responses written with anything other than a #2 pencil, damaged test booklets, and any booklet with computer-generated responses.

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Verifying Student Information on Answer Booklets (page 20)

Answer booklets WITH student ID labels:

Front cover:

- Label is properly affixed in the lower right corner of answer booklet

Page 2 (if applicable):

- “Accommodations used”
- “Blank reason”
- “Homeschooled”
- “Optional reports”

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Verifying Student Information on Answer Booklets (page 20)

Answer Booklets WITHOUT student ID labels:

Front cover:

- Student name
- Birth date
- Ensure that student information is written and bubbled

Page 2 (if applicable):

- Accommodations used
- Blank reason
- Homeschooled
- Optional reports

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Completing the Online Principal's Certification Form (page 21)

Before sealing the boxes for return of test materials:

✓ Locate the numbers needed to complete the form:

- ☐ Number of used answer booklets
- ☐ Total number of test booklets received
- ☐ Total number of test booklets returned

✓ Complete the online *Principal Certification of Proper Test*

Administration form per grade

✓ Submit the form electronically

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Shipping Test Materials Back (page 23)

- ✓ Packaging test materials for return to Measured Progress
- ✓ UPS one-day pickup on May 28th. Please have test materials ready by 8:00 a.m.
- ✓ Use original shipping boxes
- ✓ Pack materials for one grade only per box

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Do Not Need to return the following:

- ✓ Materials Summary Form
- ✓ Packing Slip *Secured Material*
- ✓ Inquiry Task Kits: save them to use when the inquiry tasks are released
- ✓ Reference Sheets: students should use year-round
- ✓ *Principal/Test Coordinator Manuals*
- ✓ *Test Administrator Manuals*
- ✓ Student Questionnaires (students answered in their answer booklets)
- ✓ Hazardous materials: contact NECAP service center for guidance

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NECAP Resource Materials Available on the Vermont DOE Website

- ✓ **Student Support and Testing Materials**
 - NECAP Science Practice Tests and Released Item Documents
 - Teacher Tips
 - Science Reference Sheets
- ✓ **Manuals**
 - Accommodations, Guidelines, and Procedures: Administrator Training Guide
 - NECAP *Principal/Test Coordinator Manual*
 - NECAP *Test Administrator Manuals*
- ✓ **Reference Materials**
 - Assessment Update Memos
 - Science Grade Span Expectations
- ✓ **Lots More Stuff**

NECAP Science Test Support Online

For science test administration and test preparation materials, go to:

http://education.vermont.gov/new/html/pgm_curriculum/science/resources/resources_cd.html

For science Grade Span Expectations go to:

http://education.vermont.gov/new/html/pgm_curriculum/science/gle.html

Suggested Use of the Practice Tests and Released Item Documents

Practice Tests and Released Items are most useful for familiarizing students with test format, item types, and test-taking strategies.

Examining possible student misconceptions

Share the information from the Teacher Tips documents

The best test preparation is good teaching and building a positive learning environment in the classroom.

The science practice tests, released items, and inquiry tasks are available online at:

http://education.vermont.gov/new/html/pgm_assessment/necap/resources/practice_tests.html

2010 NimbleTools for NECAP Science

✓ Who is participating?

- Schools that register grade 4, 8, and 11 students in March and April. If a student was not pre-registered, he/she cannot participate in NimbleTools.

✓ What to do now

1. Go to: <http://www.nimbletools.com/necap/schools>
2. Download "Nimble Administrator Instructions" found on the left side of the page.
3. View the "Teacher/Test Proctor Orientation Movie", (also on left side of the page)
4. Try out the practice tests. Have your students try out the practice tests.

✓ NimbleTools Support

- All questions regarding NimbleTools should go to Jen Higgins at 1-877-636-0371, or email: jen@nimbletools.com

Questions and Answers



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